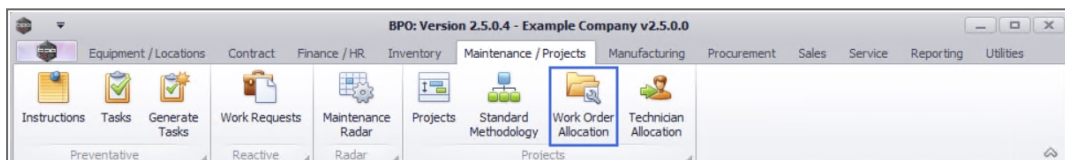


PROJECTS

WORK ORDER ALLOCATION – EDITING COLUMNS

Columns can be **added** or **hidden** from a data grid. This enables a user to customise the data grid to their own preference.

Ribbon Access: *Maintenance / Projects > Work Order Allocation*



1. The **Work Order Allocation** listing screen will be displayed.

HIDE COLUMNS

DROP-DOWN MENU

2.  **Right click** in any column header.
 - The example has the **Status Desc** column selected.
3. The **Filter** drop-down menu will be displayed.
4. Click on **Hide This Column**.

Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Unassigned Work Orders: 1627

Project Work Orders: 301 projects, 356 work orders

Columns in Project Work Orders grid: ProjectRef, Description, Status, StatusDesc, ProjectType, StartDate, EndDate

Context menu options for StatusDesc:

- Sort Ascending
- Sort Descending
- Clear All Sorting
- Group By This Column
- Hide Group By Box
- Hide This Column
- Column Chooser
- Best Fit
- Best Fit (all columns)
- Filter Editor...
- Show Find Panel
- Hide Auto Filter Row

5. The selected column (**Status Desc**) will be **removed** from the data grid.

Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

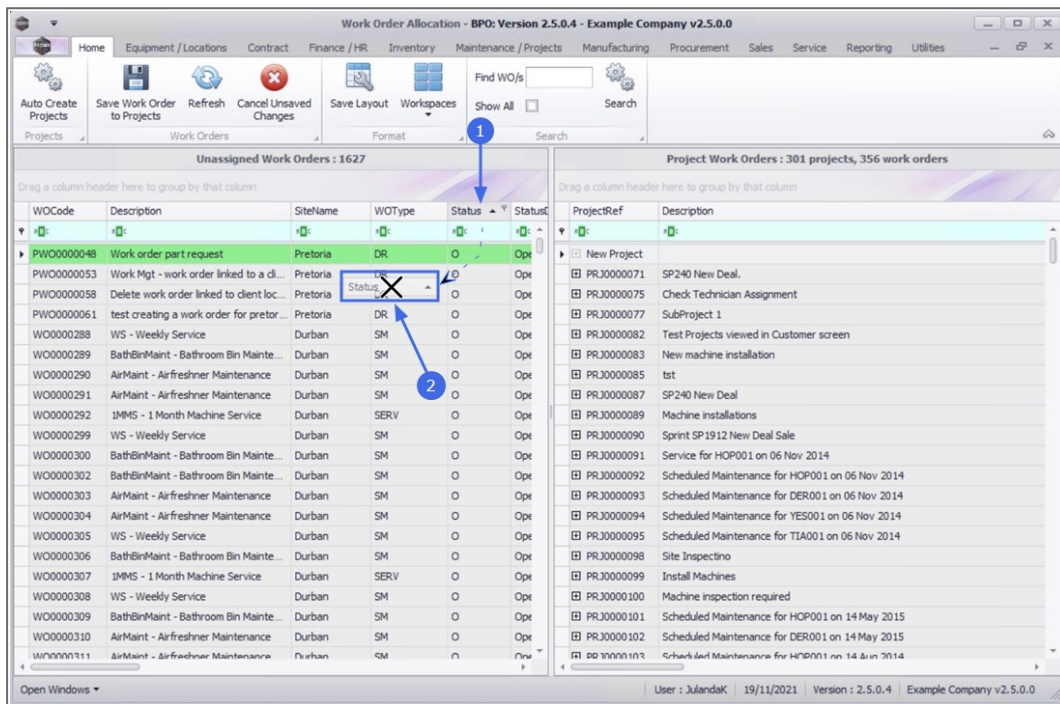
Unassigned Work Orders: 1627

Project Work Orders: 301 projects, 356 work orders

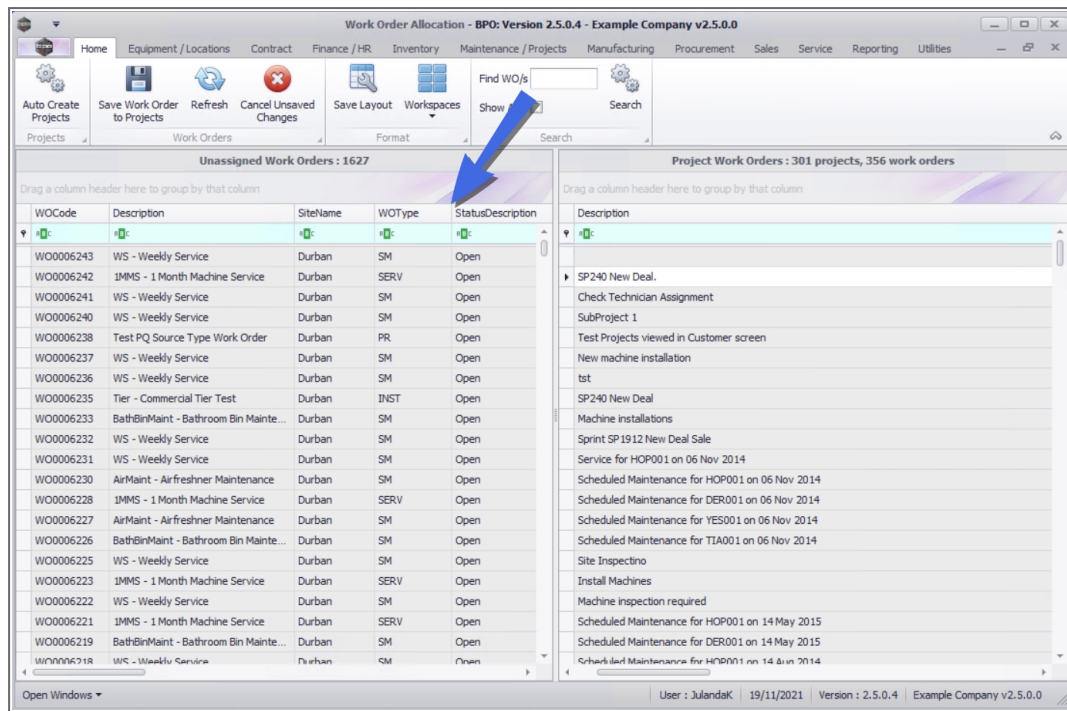
Columns in Project Work Orders grid: ProjectRef, Description, Status, ProjectType, StartDate, EndDate

DRAG AND DROP

1.  **Click** and **hold** down the column header name.
 - The example has **Status** selected.
2. **Drag** the column header name downwards from the column header row until a black [X] appears then **drop** the column header.

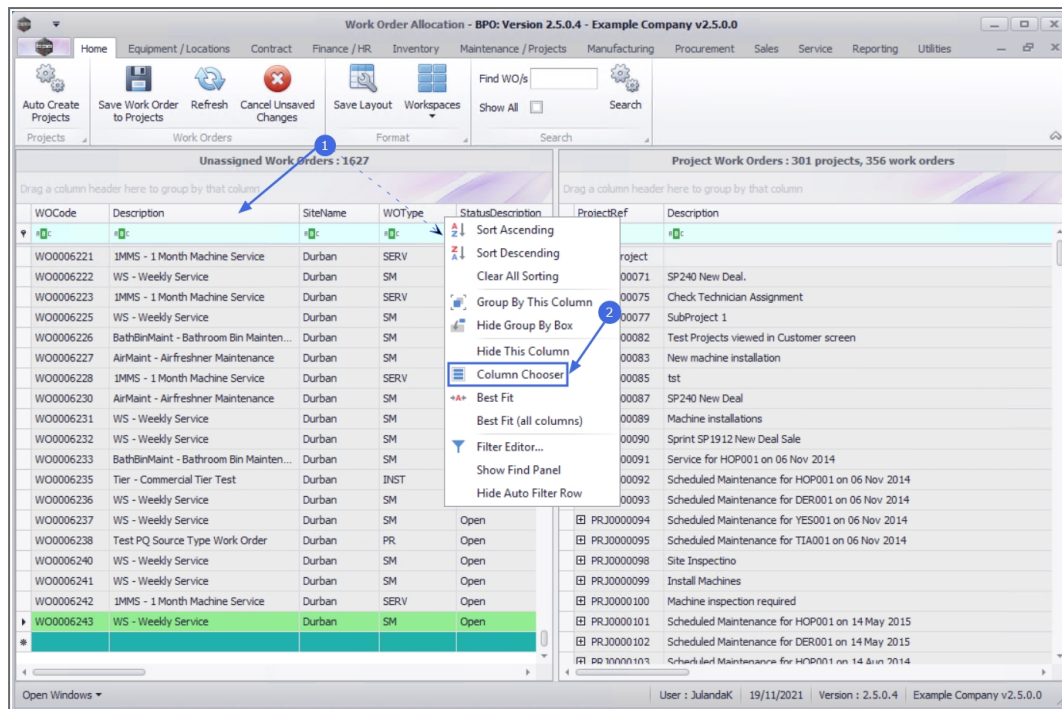


3. The selected column (**Status**) has been **removed** from the data grid.



RESTORE HIDDEN COLUMNS

1.  **Right click** in any column header to display the **Filter** drop-down menu.
2. Click on **Column Chooser**.



3. The **Customization** menu screen will display.
4. This is an alphabetical list of the columns that you can add to the current data grid.
5. Use the **scroll bar** to find the **column header** you want to add.
 - **Double click** to restore the column header to the data grid, or
 - **Drag and Drop** the header into the header column. The **two arrows** indicate where the header name will be dropped.
6. Click on **Close** to close the customization menu.

The screenshot shows the 'Work Order Allocation' software interface. The main window displays a list of work orders with columns: WOCCode, Description, SiteName, WOType, and StatusDescription. A 'Customization' dialog box is open, showing a list of fields to be added to the column headers. The fields include: fIdFundLocID, fIdPMID, fIdRequestorID, fIdSiteID, fIdTaskID, fIdWOAssocID, fIdWOID, PartsCount, RequestorType, and Status. A blue arrow points from the 'Status' field in the list to the 'Status' column header in the main table, with a callout that says 'Double click to add to column header'. Another blue arrow points from the 'Status' field in the list to the 'Status' column header in the main table, with a callout that says 'Drag and Drop the column header using two arrows to navigate'. The 'Status' column header is highlighted in blue. The 'Customization' dialog box has a 'Close' button. The main window also shows a 'Project Work Orders' section on the right with a list of projects and their descriptions.

7. The selected column will be restored to the data grid.

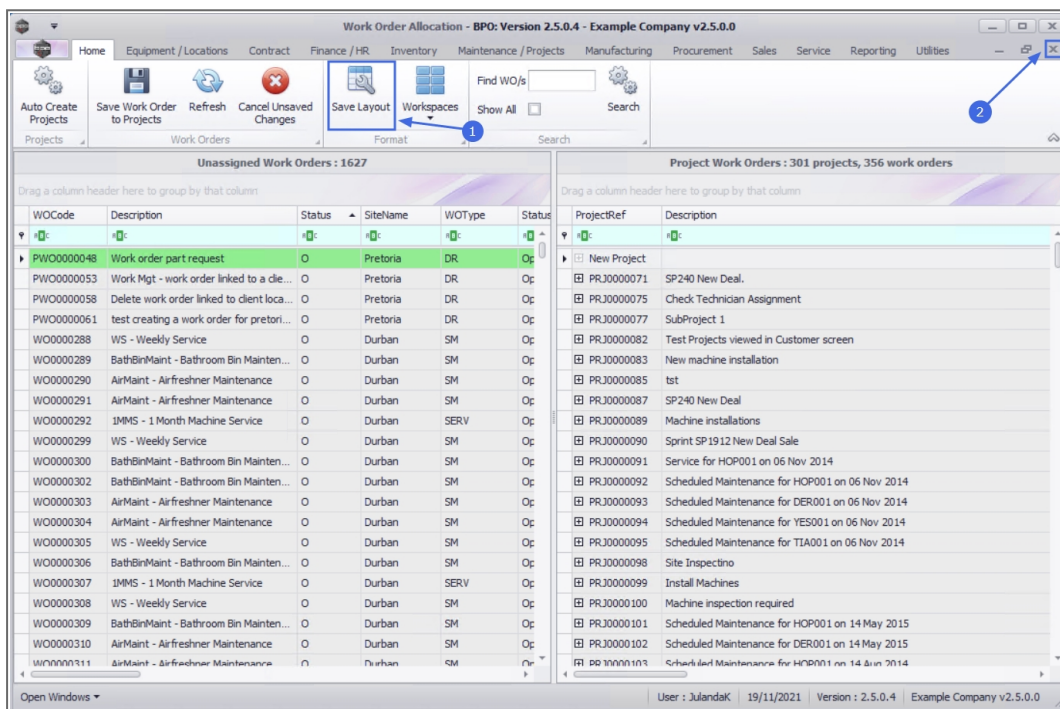
The screenshot shows the 'Work Order Allocation' software interface. The main window displays a list of work orders with columns: WOCCode, Description, Status, SiteName, WOType, and Status. A blue arrow points from the 'Status' column header in the main table to the 'Status' column header in the 'Unassigned Work Orders' section. The 'Unassigned Work Orders' section is highlighted in blue. The main window also shows a 'Project Work Orders' section on the right with a list of projects and their descriptions.

SAVE LAYOUT

To keep the changes made to the column header section permanently, you need to save the layout.

If not, the changes will be undone as soon as you close the screen.

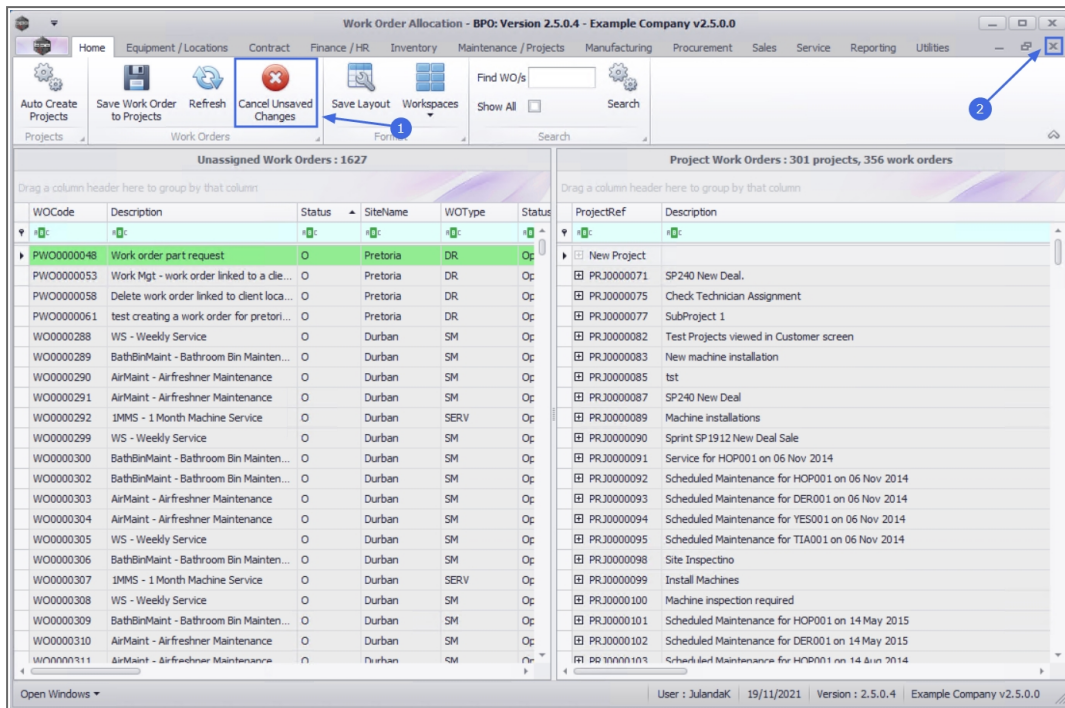
1. To save the changes made, click on **Save Layout**.
2. Click on **Close** to exit the screen.



CANCEL UNSAVED CHANGES

1. Click on **Cancel Unsaved Changes** to ignore any changes made to the **Work Order Allocation** screen. Note that only unsaved changes will be restored.
 - If you have clicked on **Save Layout**, use **Restore Hidden Columns** to return the screen to the original layout.

2. **Close** the screen when done.



Related References

- [BPO2 Data Grid Layouts](#)
- [BPO2 Data Grid Filtering](#)

MNU.151.005